Message: RE: April Invoice

RE: April Invoice

From Kraft, Emily **Date** Thursday, April 13, 2017 8:31 AM
To 'Andrea Vent'
Cc

I see no reason you can't submit them at the same time. This month is just a little tricky since it's the first one where everyone has had to submit a QER, so there's some back and forth going on to get things right. Once everyone has a good feel for how the QER works, there should be less back and forth and redoing of invoices.

From: Andrea Vent [mailto:AVent@havenofgracestl.org]
Sent: Thursday, April 13, 2017 8:26 AM
To: Kraft, Emily
Subject: RE: April Invoice

Emily, would you prefer us to submit the monthly invoice (on months that the quarterly is due) after we submit the quarterly report and it is approved?

From: Kraft, Emily [mailto:Emily.Kraft@oa.mo.gov]
Sent: Thursday, April 13, 2017 8:21 AM
To: Andrea Vent
Subject: RE: April Invoice

Hi Andrea – Just FYI, The contract allows you until the 15th of the month to submit your invoice, although most months it's so simple it's pretty easy to get done earlier. On months where your Quarterly Expenditure Report is also due (such as this month), your invoice will not be accurate until you have your QER submitted and approved first because of the "Quarterly Adjustment" line. I do not have a QER from you yet (which is technically also due by the 15th of the month after the end of the quarter), so this invoice is not currently correct. If you have any questions about how to fill out your QER, I recommend that you speak with Joy Benne – (573) 751-7027.

From: Andrea Vent [mailto:AVent@havenofgracestl.org]
Sent: Thursday, April 13, 2017 8:14 AM
To: Kraft, Emily
Subject: April Invoice

Emily, I apologize for the late submission….Lesson learned I need to place on my calendar.
I hope you have a wonderful Easter.

Andrea Vent

Executive Director

The Haven of Grace

www.havenofgracestl.org

Main: 314-621-6507
Cell: 314-920-7306

1225 Warren Street
St. Louis, MO 63106

mission

Serving women who are pregnant and homeless, we provide a safe, nurturing home, educational programs and long-term support for mother and child. Founded in faith, we instill hope, dignity and the pride of independence, one family at a time.